

**VOLUME I: GENERAL GOVERNMENT
AND QUASI-PUBLIC AGENCIES**

SECRETARY OF STATE

Agency Summary

Secretary of State

Agency Mission

The objective of the Office of the Secretary of State is to effectively administer all activities of the Office prescribed by the Rhode Island Constitution and state law. To engage and empower all Rhode Islanders by making government more accessible and transparent, encouraging civic pride, enhancing commerce, and ensuring that elections are fair, fast, and accurate.

Agency Description

The Secretary of State was established under the Rhode Island Constitution as one of the five general offices subject to voter election. As the custodian of state records, the Department plays a vital role in providing the public with basic information about the workings of state government. The Department consists of six programs and one internal service program.

Statutory History

Article IV of the Rhode Island State Constitution and R.I. General Laws § 42-8 establishes the Secretary of State and address areas concerning elections, legislative records, archives, and distribution and exchange of documents. RIGL § 17-14, § 17-15 and § 17-22 also refer to elections. RIGL § 29 establishes the State Library and the Legislative Reference Bureau.

Budget

Secretary of State

	2023 Actuals	2024 Actuals	2025 Enacted Budget	2025 Revised Budget	2026 Recommended
Expenditures by Program					
Administration	4,226,679	4,899,198	5,076,740	5,461,012	5,975,167
Corporations	2,647,061	2,627,237	2,807,730	2,844,181	2,913,879
State Archives	747,866	803,671	1,233,909	1,248,294	761,449
Elections and Civics	3,975,962	1,990,641	4,691,197	4,672,091	3,357,040
State Library	884,222	604,877	649,250	651,736	668,263
Internal Service Programs	982,164	929,859	1,166,547	1,205,296	1,231,684
Office of Public Information	543,587	714,739	913,969	849,739	865,724
Total Expenditures	14,007,540	12,570,221	16,539,342	16,932,349	15,773,206
<i>Internal Services</i>	<i>[982,164]</i>	<i>[929,859]</i>	<i>[1,166,547]</i>	<i>[1,205,296]</i>	<i>[1,231,684]</i>
Expenditures by Object					
Salary and Benefits	7,850,527	8,391,079	8,596,151	9,215,266	9,459,119
Contract Professional Services	493,349	569,342	1,215,273	1,103,980	1,183,375
Operating Supplies and Expenses	4,771,143	3,183,264	5,471,218	5,405,641	4,172,012
Assistance and Grants	143,000	318,750	418,000	418,000	418,000
Subtotal: Operating	13,258,019	12,462,436	15,700,642	16,142,887	15,232,506
Capital Purchases and Equipment	121,953	107,785	838,700	789,462	540,700
Debt Service (Fixed Charges)	627,569	0	0	0	0
Subtotal: Other	749,522	107,785	838,700	789,462	540,700
Total Expenditures	14,007,540	12,570,221	16,539,342	16,932,349	15,773,206
Expenditures by Source of Funds					
General Revenue	11,966,378	10,786,205	12,462,241	12,807,184	12,111,732
Federal Funds	562,060	519,579	2,001,207	2,001,207	2,000,000
Restricted Receipts	496,939	334,577	409,347	418,662	429,790
Operating Transfers From Other Funds	0	0	500,000	500,000	0
Other Funds	982,164	929,859	1,166,547	1,205,296	1,231,684
Total Expenditures	14,007,540	12,570,221	16,539,342	16,932,349	15,773,206
FTE Authorization	59.0	61.0	62.0	62.0	62.0

Personnel Agency Summary

Secretary of State

	FY 2025		FY 2026	
	FTE	Cost	FTE	Cost
Unclassified	62.0	5,665,565	62.0	5,930,572
Subtotal	62.0	5,665,565	62.0	5,930,572
Seasonal/Special Salaries/Wages		131,604		131,604
Turnover		(31,538)		(144,087)
Total Salaries		5,765,631		5,918,089
Benefits				
FICA		439,852		450,613
Health Benefits		803,988		855,686
Payroll Accrual		32,949		33,713
Retiree Health		221,979		188,060
Retirement		1,787,483		1,845,153
Subtotal		3,286,251		3,373,225
Total Salaries and Benefits	62.0	9,051,882	62.0	9,291,314
Cost Per FTE Position		145,998		149,860
Statewide Benefit Assessment		163,384		167,805
Payroll Costs	62.0	9,215,266	62.0	9,459,119
Purchased Services				
Clerical and Temporary Services		83,200		83,200
Information Technology		886,565		961,565
Legal Services		95,000		95,000
Other Contracts		39,215		43,610
Subtotal		1,103,980		1,183,375
Total Personnel	62.0	10,319,246	62.0	10,642,494
Distribution by Source of Funds				
General Revenue	57.0	8,673,343	57.0	8,958,075
Federal Funds	0.0	711,565	0.0	711,565
Restricted Receipts	2.0	283,262	2.0	294,390
Other Funds	3.0	651,076	3.0	678,464
Total All Funds	62.0	10,319,246	62.0	10,642,494

Program Summary

Secretary of State

Administration

Mission

The Administration program provides support for the efficient and secure operation of the Office of the Secretary of State.

Description

The Administration Program supports the Department of State in six areas. Personnel maintains personnel records and provides administrative support for payroll and personnel matters. Fiscal Management monitors accounts payable and accounts receivable for the department and prepares the budget. E-government and Information Technology develops and implements model e-government solutions to collect and distribute information to the public and provides support for the department's computer systems. Constituent Affairs collects and distributes information to the public and coordinates responses to inquiries from the public. Communications details the programs and services offered to Rhode Islanders and serves as the liaison with the media. Policy and Legislative Affairs researches, plans, and develops innovative policy initiatives that serve as models for the country and develops legislation that moves those policy initiatives forward.

Statutory History

The Office of the Secretary of State was established by Article IX of the Constitution of Rhode Island as one of the five general offices subject to voter election. R.I. General Laws § 42-8 further prescribes the duties of the Secretary and Department.

Budget

Secretary of State

Administration

Expenditures by Sub Program	2023 Actuals	2024 Actuals	2025 Enacted Budget	2025 Revised Budget	2026 Recommended
Administration	2,517,236	2,940,427	2,870,790	3,145,014	3,185,929
Information Technology	1,510,817	1,451,294	1,691,105	1,771,148	2,224,514
Personnel and Finance	198,626	507,476	514,845	544,850	564,724
Total Expenditures	4,226,679	4,899,198	5,076,740	5,461,012	5,975,167
Expenditures by Object					
Salary and Benefits	3,306,492	3,788,682	3,918,039	4,310,409	4,375,916
Contract Professional Services	74,831	10,570	90,715	90,715	90,715
Operating Supplies and Expenses	779,247	859,051	842,286	846,688	1,079,836
Assistance and Grants	0	150,000	150,000	150,000	150,000
Subtotal: Operating	4,160,570	4,808,304	5,001,040	5,397,812	5,696,467
Capital Purchases and Equipment	66,109	90,894	75,700	63,200	278,700
Subtotal: Other	66,109	90,894	75,700	63,200	278,700
Total Expenditures	4,226,679	4,899,198	5,076,740	5,461,012	5,975,167
Expenditures by Source of Funds					
General Revenue	4,226,679	4,899,198	5,076,740	5,461,012	5,975,167
Total Expenditures	4,226,679	4,899,198	5,076,740	5,461,012	5,975,167

Personnel

Secretary of State

Administration

		FY 2025		FY 2026	
		FTE	Cost	FTE	Cost
Unclassified					
CHIEF OF STAFF (SOS)	8648 A	1.0	182,288	1.0	189,580
CYBERSECURITY MANAGER (S.O.S.)	8640 A	1.0	134,665	1.0	140,051
DATA ANALYST (SOS)	8621 A	1.0	60,041	1.0	65,025
DEPUTY COMMUNICATIONS DIRECTOR (S.O.S.)	8634 A	1.0	68,967	1.0	68,967
DEPUTY DIRECTOR OF CIVIC EDUCATION (SOS)	8630 A	1.0	88,228	1.0	94,318
DEPUTY SECRETARY OF STATE/DIRECTOR OF ADMIN (SOS)	8646 A	1.0	172,692	1.0	186,059
DEPUTY SECRETARY OF STATE/DIRECTOR OF OPERATIONS (SOS)	8647 A	1.0	170,429	1.0	183,392
DIRECTOR OF CIVIC EDUCATION (SOS)	8635 A	1.0	103,488	1.0	113,532
DIRECTOR OF COMMUNICATIONS (SOS)	8635 A	1.0	106,289	1.0	106,289
DIRECTOR OF COMMUNITY OUTREACH & ENGAGEMENT (SOS)	8634 A	1.0	96,843	1.0	96,843
DIRECTOR OF FINANCE & PERSONNEL (SOS)	8640 A	1.0	131,689	1.0	140,051
DIRECTOR OF INTERGOVERNMENTAL AFFAIRS (SOS)	8635 A	1.0	105,755	1.0	105,755
EXECUTIVE ASSISTANT TO THE SECRETARY (SOS)	8626 A	1.0	79,450	1.0	79,450
IT DIRECTOR (SEC OF STATE)	8642 A	1.0	153,900	1.0	160,055
JR NETWORK & SYS ADMIN (SOS)	8614 A	1.0	47,073	1.0	49,904
LEGAL COUNSEL (SOS)	8642 A	1.0	143,390	1.0	152,433
MVC APPLICATION DEVELOPER (SOS)	8633 A	1.0	101,618	1.0	105,683
NETWORK MANAGER (SOS)	8629 A	1.0	80,125	1.0	86,499
OFFICE SUPPORT MANAGER	5330 A	1.0	95,226	1.0	99,034
RI 250 PROGRAM COORD (SOS)	8625 A	1.0	67,276	1.0	72,366
SECRETARY OF STATE	0531 F	1.0	137,510	1.0	137,510
SENIOR DATA ANALYST (S.O.S.)	8635 A	1.0	109,165	1.0	113,532
SQL DATABASE ADMINISTRATOR	8628 A	1.0	76,130	1.0	82,042
SR ADV/DIR OF CIVIC PGM/SPEC PROJECT (SOS)	8638 A	1.0	122,762	1.0	127,672
VISUAL COMMUNICATIONS MANAGER (S.O.S.)	5328 A	1.0	88,082	1.0	91,605
Subtotal Unclassified		25.0	2,723,081	25.0	2,847,647
Subtotal		25.0	2,723,081	25.0	2,847,647
Seasonal/Special Salaries/Wages			30,000		30,000
Turnover			(14,538)		(97,395)
Total Salaries			2,738,543		2,780,252

Personnel

Secretary of State

Administration

	FY 2025		FY 2026	
	FTE	Cost	FTE	Cost
Benefits				
FICA		208,283		210,563
Health Benefits		305,127		324,993
Payroll Accrual		15,832		16,017
Retiree Health		106,719		89,382
Retirement		857,359		874,953
Subtotal		1,493,320		1,515,908
Total Salaries and Benefits	25.0	4,231,863	25.0	4,296,160
Cost Per FTE Position		169,275		171,846
Statewide Benefit Assessment		78,546		79,756
Payroll Costs	25.0	4,310,409	25.0	4,375,916
Purchased Services				
Information Technology		50,000		50,000
Legal Services		5,000		5,000
Other Contracts		35,715		35,715
Subtotal		90,715		90,715
Total Personnel	25.0	4,401,124	25.0	4,466,631
Distribution by Source of Funds				
General Revenue	25.0	4,401,124	25.0	4,466,631
Total All Funds	25.0	4,401,124	25.0	4,466,631

Program Summary

Secretary of State

Corporations

Mission

The Corporations program is the official agent and record keeper on behalf of the State of Rhode Island for all official corporate filings, Uniform Commercial Code (UCC) filings, and notary/trademark applications. The program helps create a user-friendly, customer-service centric environment that promotes clear, predictable, and reliable policies, procedures, and services.

Description

The Corporations program encompasses six sections: Business Filings, Uniform Commercial Code, Trademark and Service Mark, Notary Public, Certification/Authentication, and the Rhode Island Business Portal. The Business Filings section examines, processes, and maintains legal documents affecting various types of corporations, companies, and partnerships. The section ensures compliance with laws governing these entities and provides public access to all associated documents. The UCC section is the central filing office for certain finance and lien documents. It also ensures compliance with applicable laws and provides public access to associated documents. The Trademark and Service Mark section manages notaries in the state through maintenance of oaths of office and official signatures of commissioned notaries. The Certification/Authentication section prepares certified copies, letters of good standing, legal existence, and certificates of fact related to business filing. It also issues apostilles. The Rhode Island Business Portal helps business owners navigate federal, state, and local licensing requirements.

Statutory History

Applicable statutes for the Corporations program are outlined in R.I. General Laws § 6-2, § 6A-9, § 7, § 11-50, § 42-30, and § 42-132.

Budget

Secretary of State

Corporations

Expenditures by Sub Program	2023 Actuals	2024 Actuals	2025 Enacted Budget	2025 Revised Budget	2026 Recommended
Corporations	2,647,061	2,627,237	2,807,730	2,844,181	2,913,879
First Stop Business Inf.	0	0	0	0	0
Total Expenditures	2,647,061	2,627,237	2,807,730	2,844,181	2,913,879
Expenditures by Object					
Salary and Benefits	2,146,876	2,203,970	2,274,610	2,346,333	2,414,909
Contract Professional Services	430	0	40,000	20,000	20,000
Operating Supplies and Expenses	502,751	423,266	485,120	469,848	470,970
Subtotal: Operating	2,650,057	2,627,237	2,799,730	2,836,181	2,905,879
Capital Purchases and Equipment	(2,996)	0	8,000	8,000	8,000
Subtotal: Other	(2,996)	0	8,000	8,000	8,000
Total Expenditures	2,647,061	2,627,237	2,807,730	2,844,181	2,913,879
Expenditures by Source of Funds					
General Revenue	2,647,061	2,627,237	2,807,730	2,844,181	2,913,879
Total Expenditures	2,647,061	2,627,237	2,807,730	2,844,181	2,913,879

Personnel

Secretary of State

Corporations

		FY 2025		FY 2026	
		FTE	Cost	FTE	Cost
Unclassified					
ADMINISTRATIVE ASSISTANT	5319 A	2.0	125,738	2.0	131,832
ADMINISTRATIVE ASSISTANT (SECRETARY OF STATE)	5319 A	8.0	491,667	8.0	514,829
BUSINESS INFORMATION CENTER PROGRAM MANAGER	5324 A	2.0	134,836	2.0	146,776
CALL CENTER TEAM LEAD	5321 A	1.0	63,745	1.0	66,295
CUSTOMER SVC MGR (SOS)	5322 A	1.0	60,502	1.0	64,897
DATA ENTRY TEAM LEADER (SOS)	5321 A	1.0	74,900	1.0	77,897
DEP DIR-BUSINESS SERVICES (SOS)	8630 A	1.0	108,829	1.0	113,182
DEPUTY DIRECTOR - BUSINESS SERVICES (SOS)	8633 A	1.0	101,618	1.0	105,683
DIRECTOR CORPORATIONS (SECRETARY OF STATE)	8638 A	1.0	141,176	1.0	146,823
DOCUMENT PROCESSOR/COUNTER TEAM LEAD	5321 A	1.0	63,745	1.0	66,295
NOTARY TRADEMARK AND AUTHENTICATION	5324 A	1.0	71,507	1.0	74,367
Subtotal Unclassified		20.0	1,438,263	20.0	1,508,876
Subtotal		20.0	1,438,263	20.0	1,508,876
Seasonal/Special Salaries/Wages			6,000		6,000
Turnover			(17,000)		(46,692)
Total Salaries			1,427,263		1,468,184
Benefits					
FICA			109,182		112,317
Health Benefits			253,403		269,683
Payroll Accrual			8,312		8,518
Retiree Health			55,996		47,522
Retirement			450,960		466,282
Subtotal			877,853		904,322
Total Salaries and Benefits		20.0	2,305,116	20.0	2,372,506
Cost Per FTE Position			115,256		118,625
Statewide Benefit Assessment			41,217		42,403
Payroll Costs		20.0	2,346,333	20.0	2,414,909
Purchased Services					
Legal Services			20,000		20,000
Subtotal			20,000		20,000
Total Personnel		20.0	2,366,333	20.0	2,434,909

Personnel

Secretary of State

Corporations

	FY 2025		FY 2026	
	FTE	Cost	FTE	Cost
Distribution by Source of Funds				
General Revenue	20.0	2,366,333	20.0	2,434,909
Total All Funds	20.0	2,366,333	20.0	2,434,909

Program Summary

Secretary of State

State Archives

Mission

The State Archives provides comprehensive archives and records management services for all public records in the State, information on the preservation of historical records, and provides information from and access to the State government archives.

Description

The State Archives preserves and maintains the permanent records of state government. It also operates a public reading room for the research, inspection, and duplication of public records; publishes guides and finding aids to collections; and features exhibits and displays that are free and open to the public. The State Archives manages the Local Government Records Program, which was established in 1992 with federal grant funding from the National Historical Publications and Records Commission. The program provides records management advice, assistance, and consultation to all departments of municipal government. It also develops record control schedules that govern retention and disposition of municipal records. Workshops and talks are provided to municipal personnel about records management functions and archival records administration and preservation. In conjunction with the Public Records Administration, the program also publishes guidelines and regulations about records and records issues. The 1993 General Assembly passed legislation establishing the Historical Records Trust, a restricted receipt account, which now provides funding for this program.

Statutory History

R.I. General Laws § 42-8.1 et seq. establishes the State Archives and defines its duties and functions. RIGL § 42-35 prescribes the Secretary of State's duties under the Administrative Procedures Act. RIGL § 38-1, § 38-2, and § 38-3 detail the custody and protection of public records, access to public records, and Public Records Administration.

Budget

Secretary of State

State Archives

Expenditures by Sub Program	2023 Actuals	2024 Actuals	2025 Enacted Budget	2025 Revised Budget	2026 Recommended
Operations	747,866	803,671	1,233,909	1,248,294	761,449
Total Expenditures	747,866	803,671	1,233,909	1,248,294	761,449
Expenditures by Object					
Salary and Benefits	419,590	437,191	376,343	390,706	406,053
Contract Professional Services	0	2,220	3,500	3,500	3,500
Operating Supplies and Expenses	328,275	351,315	354,066	354,088	351,896
Subtotal: Operating	747,866	790,726	733,909	748,294	761,449
Capital Purchases and Equipment	0	12,945	500,000	500,000	0
Subtotal: Other	0	12,945	500,000	500,000	0
Total Expenditures	747,866	803,671	1,233,909	1,248,294	761,449
Expenditures by Source of Funds					
General Revenue	261,032	490,700	349,562	354,632	356,659
Restricted Receipts	486,834	312,971	384,347	393,662	404,790
Operating Transfers from Other Funds	0	0	500,000	500,000	0
Total Expenditures	747,866	803,671	1,233,909	1,248,294	761,449

Personnel

Secretary of State

State Archives

	FY 2025		FY 2026		
	FTE	Cost	FTE	Cost	
Unclassified					
LOCAL GOV'T RECORDS COORD (SOS)	5328 A	1.0	96,471	1.0	100,331
REFERENCE ANALYST (SOS)	5325 A	1.0	85,717	1.0	89,146
STATE ARCHIVIST & PUBLIC RECORDS ADMINISTRATOR	8634 A	1.0	105,401	1.0	109,617
Subtotal Unclassified		3.0	287,589	3.0	299,094
Subtotal		3.0	287,589	3.0	299,094
Transfer Out			(172,554)		(179,456)
Transfer In			129,327		134,829
Total Salaries			244,362		254,467
Benefits					
FICA			18,693		19,469
Health Benefits			31,563		33,406
Payroll Accrual			1,430		1,483
Retiree Health			9,626		8,271
Retirement			77,947		81,578
Subtotal			139,259		144,207
Total Salaries and Benefits		3.0	383,621	3.0	398,674
Cost Per FTE Position			127,874		132,891
Statewide Benefit Assessment			7,085		7,379
Payroll Costs		3.0	390,706	3.0	406,053
Purchased Services					
Other Contracts			3,500		3,500
Subtotal			3,500		3,500
Total Personnel		3.0	394,206	3.0	409,553
Distribution by Source of Funds					
General Revenue		1.0	110,944	1.0	115,163
Restricted Receipts		2.0	283,262	2.0	294,390
Total All Funds		3.0	394,206	3.0	409,553

Program Summary

Secretary of State

Elections and Civics

Mission

The mission of the Elections program is to provide efficient election services and prepare federal, statewide and municipal elections as required by statute. The Program seeks to provide an accurate and timely statewide central voter registration system (CVRS as mandated by the Help America Vote Act (HAVA) and to make improvements to the CVRS to allow for a more efficient and accurate electoral process. The Elections strives to provides concise, accurate, and timely information to the voters of Rhode Island in the form of a ballot and voter information booklet with respect to referenda.

Description

The Elections program is responsible for the preparation of federal, state, and local elections. It provides necessary forms for candidate declarations, endorsements, nomination signatures, and candidate certification. The program maintains files for local candidate ballot placement as certified by local boards of canvassers. Additionally, it designs ballot layout; prepares and provides sample and polling place ballots for all federal, state, and municipal elections as mandated by law; and prepares and sends mail ballots. The Elections program prepares and distributes the Voter Information Handbook and provides voter assistance and education through the publication of numerous guides for candidates, election officials, and voters. Specifications for the purchase of voting equipment and related voting system services are also handled by the Elections program.

Statutory History

The Elections program operates under R.I. General Laws Title 17.

Budget

Secretary of State

Elections and Civics

Expenditures by Sub Program	2023 Actuals	2024 Actuals	2025 Enacted Budget	2025 Revised Budget	2026 Recommended
Operations	3,975,962	1,990,641	4,691,197	4,672,091	3,357,040
Total Expenditures	3,975,962	1,990,641	4,691,197	4,672,091	3,357,040
Expenditures by Object					
Salary and Benefits	558,357	616,786	591,231	718,742	754,660
Contract Professional Services	283,848	469,611	976,565	886,565	961,565
Operating Supplies and Expenses	2,450,344	900,298	2,771,401	2,751,522	1,288,815
Assistance and Grants	0	0	100,000	100,000	100,000
Subtotal: Operating	3,292,549	1,986,695	4,439,197	4,456,829	3,105,040
Capital Purchases and Equipment	55,844	3,946	252,000	215,262	252,000
Debt Service (Fixed Charges)	627,569	0	0	0	0
Subtotal: Other	683,413	3,946	252,000	215,262	252,000
Total Expenditures	3,975,962	1,990,641	4,691,197	4,672,091	3,357,040
Expenditures by Source of Funds					
General Revenue	3,413,902	1,471,062	2,689,990	2,670,884	1,357,040
Federal Funds	562,060	519,579	2,001,207	2,001,207	2,000,000
Total Expenditures	3,975,962	1,990,641	4,691,197	4,672,091	3,357,040

Personnel

Secretary of State

Elections and Civics

	FY 2025		FY 2026		
	FTE	Cost	FTE	Cost	
Unclassified					
DEPUTY DIRECTOR OF ELECTIONS (SOS)	8635 A	1.0	114,623	1.0	119,209
DIRECTOR OF ELECTIONS (SOS)	8640 A	1.0	134,665	1.0	140,051
ELECTIONS INFORMATION COORDINATOR (SOS)	8628 A	1.0	79,119	1.0	86,423
MANAGER OF ELECTIONS	5324 A	1.0	67,096	1.0	72,850
Subtotal Unclassified		4.0	395,503	4.0	418,533
Subtotal		4.0	395,503	4.0	418,533
Seasonal/Special Salaries/Wages			67,736		67,736
Total Salaries			463,239		486,269
Benefits					
FICA			35,438		37,200
Health Benefits			65,127		69,458
Payroll Accrual			2,314		2,440
Retiree Health			15,583		13,603
Retirement			125,572		133,553
Subtotal			244,034		256,254
Total Salaries and Benefits		4.0	707,273	4.0	742,523
Cost Per FTE Position			176,818		185,631
Statewide Benefit Assessment			11,469		12,137
Payroll Costs		4.0	718,742	4.0	754,660
Purchased Services					
Information Technology			836,565		911,565
Legal Services			50,000		50,000
Subtotal			886,565		961,565
Total Personnel		4.0	1,605,307	4.0	1,716,225
Distribution by Source of Funds					
General Revenue		4.0	893,742	4.0	1,004,660
Federal Funds		0.0	711,565	0.0	711,565
Total All Funds		4.0	1,605,307	4.0	1,716,225

Program Summary

Secretary of State

State Library

Mission

To provide high quality assistance and access to materials in the areas of law, legislation, rules and regulations, government reports, and Rhode Island history.

Description

The State Library provides reference and research services in the areas of law, legislation, rules and regulations, government reports, and Rhode Island history to Rhode Islanders. It catalogs all state publications and maintains an online catalog of its holdings. The Library operates and maintains the Legislative Reference Bureau that provides information on state laws and legislation. It is also a Federal Government Publications Depository and serves as the State Publications Clearinghouse, providing copies of state documents to facilities throughout Rhode Island.

Statutory History

The State Library was established by a resolution of the General Assembly in 1852. Statutory authority is granted in R.I. General Laws 29-1. RIGL § 29-7 authorizes the Library to act as a clearinghouse for state publications.

Budget

Secretary of State

State Library

Expenditures by Sub Program	2023 Actuals	2024 Actuals	2025 Enacted Budget	2025 Revised Budget	2026 Recommended
Operations	884,222	604,877	649,250	651,736	668,263
Total Expenditures	884,222	604,877	649,250	651,736	668,263
Expenditures by Object					
Salary and Benefits	714,892	410,317	421,275	426,461	442,988
Contract Professional Services	0	3,575	18,200	18,200	18,200
Operating Supplies and Expenses	26,330	22,534	40,775	38,075	38,075
Assistance and Grants	143,000	168,450	168,000	168,000	168,000
Subtotal: Operating	884,222	604,877	648,250	650,736	667,263
Capital Purchases and Equipment	0	0	1,000	1,000	1,000
Subtotal: Other	0	0	1,000	1,000	1,000
Total Expenditures	884,222	604,877	649,250	651,736	668,263
Expenditures by Source of Funds					
General Revenue	884,222	604,877	649,250	651,736	668,263
Total Expenditures	884,222	604,877	649,250	651,736	668,263

Personnel

Secretary of State

State Library

	FY 2025		FY 2026		
	FTE	Cost	FTE	Cost	
Unclassified					
ADMINISTRATIVE ASSISTANT	5325 A	2.0	167,709	2.0	174,418
STATE LIBRARIAN (SOS)	8631 A	1.0	94,334	1.0	98,107
Subtotal Unclassified		3.0	262,043	3.0	272,525
Subtotal		3.0	262,043	3.0	272,525
Total Salaries			262,043		272,525
Benefits					
FICA			20,047		20,849
Health Benefits			41,296		43,867
Payroll Accrual			1,534		1,590
Retiree Health			10,324		8,856
Retirement			83,617		87,398
Subtotal			156,818		162,560
Total Salaries and Benefits		3.0	418,861	3.0	435,085
Cost Per FTE Position			139,620		145,028
Statewide Benefit Assessment			7,600		7,903
Payroll Costs		3.0	426,461	3.0	442,988
Purchased Services					
Clerical and Temporary Services			18,200		18,200
Subtotal			18,200		18,200
Total Personnel		3.0	444,661	3.0	461,188
Distribution by Source of Funds					
General Revenue		3.0	444,661	3.0	461,188
Total All Funds		3.0	444,661	3.0	461,188

Program Summary

Secretary of State

Internal Service Programs

Mission

The Record Center program strives to provide agencies with cost-efficient secure central record storage facilities and provide clear guidance on record retention and disposal policies.

Description

The Record Center program is a Public Records Administration internal service program that oversees records management functions within state government. The program provides central storage for nonpermanent inactive government records and serves all state agencies. Inactive records are those records that agencies no longer require immediate access to but that are not yet eligible for disposal because of administrative, fiscal, or legal requirements. Public Records Administration personnel provide records management advice, assistance, and consultation to all state agencies. They also work with agencies to develop records retention and disposition schedules, enabling timely disposal or retention as permanent records of the state. Comprehensive records management services encompass all records, regardless of format or media. Workshops are provided to state agency personnel on records management topics. In addition, the program promulgates regulations and publishes guidelines about records and records management functions. The program also oversees Administrative Records functions. The Records Center program is an internal service program. The costs of its operations are borne by the user agencies through a charge system that allocates the cost of service delivery. Program costs are shown for display purposes only, because the costs are reflected in the budget of the user agency both on an actual and budget basis.

Statutory History

R.I. General Laws § 35-5 authorizes the Director of Administration to establish a system of rotating funds in any state department or agency. RIGL § 38-1 and § 38-3 establish the responsibilities and duties of the Public Records Administration program. RIGL § 42-35 defines the policies for administrative records.

Budget

Secretary of State

Internal Service Programs

Expenditures by Sub Program	2023 Actuals	2024 Actuals	2025 Enacted Budget	2025 Revised Budget	2026 Recommended
Secretary of State Record Center	982,164	929,859	1,166,547	1,205,296	1,231,684
Total Expenditures	982,164	929,859	1,166,547	1,205,296	1,231,684
<i>Internal Services</i>	<i>[982,164]</i>	<i>[929,859]</i>	<i>[1,166,547]</i>	<i>[1,205,296]</i>	<i>[1,231,684]</i>
Expenditures by Object					
Salary and Benefits	339,561	360,343	556,034	586,076	609,069
Contract Professional Services	28,920	45,305	56,293	65,000	69,395
Operating Supplies and Expenses	613,683	524,211	552,220	552,220	552,220
Subtotal: Operating	982,164	929,859	1,164,547	1,203,296	1,230,684
Capital Purchases and Equipment	0	0	2,000	2,000	1,000
Subtotal: Other	0	0	2,000	2,000	1,000
Total Expenditures	982,164	929,859	1,166,547	1,205,296	1,231,684
Expenditures by Source of Funds					
Other Funds	982,164	929,859	1,166,547	1,205,296	1,231,684
Total Expenditures	982,164	929,859	1,166,547	1,205,296	1,231,684

Personnel

Secretary of State

Internal Service Programs

		FY 2025		FY 2026	
		FTE	Cost	FTE	Cost
Unclassified					
ADMINISTRATIVE ASSISTANT (SECRETARY OF STATE)	5319 A	1.0	64,855	1.0	67,448
DIGITAL ARCHIVIST	5329 A	1.0	87,282	1.0	90,773
PRINCIPAL PLANNING AND PROGRAM SPECIALIST	5328 A	1.0	88,082	1.0	91,606
Subtotal Unclassified		3.0	240,219	3.0	249,827
Subtotal		3.0	240,219	3.0	249,827
Transfer Out			(96,087)		(99,931)
Transfer In			222,413		231,802
Total Salaries			366,545		381,698
Benefits					
FICA			28,041		29,201
Health Benefits			47,347		50,102
Payroll Accrual			2,147		2,226
Retiree Health			14,441		12,404
Retirement			116,925		122,369
Subtotal			208,901		216,302
Total Salaries and Benefits		3.0	575,446	3.0	598,000
Cost Per FTE Position			191,815		199,333
Statewide Benefit Assessment			10,630		11,069
Payroll Costs		3.0	586,076	3.0	609,069
Purchased Services					
Clerical and Temporary Services			65,000		65,000
Other Contracts			0		4,395
Subtotal			65,000		69,395
Total Personnel		3.0	651,076	3.0	678,464
Distribution by Source of Funds					
Other Funds		3.0	651,076	3.0	678,464
Total All Funds		3.0	651,076	3.0	678,464

Program Summary

Secretary of State

Office of Public Information

Mission

The Office of Public Information strives to effectively disseminate vital government information to the public and utilize expanding technologies to enhance public access and awareness of state government activities.

Description

The Office of Public Information gives members of the public the basic information they need to play a more active role in the decision-making process. This information is published in a variety of reports available to the public free of charge and accessible through the Internet. The Office frequently trains the public on the access and use of government websites. The Office maintains databases on all introduced legislation and hearings in the General Assembly and publishes daily and weekly legislative reports. It maintains a list of lobbyists and enforces of the state's lobbying law. Under the Administrative Procedures Act, the Office is responsible for compiling state agency rules and regulations. The Office operates and maintains a clearinghouse for public meeting information as required by the Open Meetings Laws. It also operates and maintains the Documents and Distribution Office to provide delivery of printed state legislation, General Assembly journals, and other state publications.

Statutory History

Article IV, Section 4 of the Constitution of Rhode Island and R.I. General Laws § 42-8 establish the Office of Secretary of State and the Secretary's role as the custodian of state records, charged with the collections, retention, and dissemination of these records for the citizens of the State of Rhode Island.

Budget

Secretary of State

Office of Public Information

Expenditures by Sub Program	2023 Actuals	2024 Actuals	2025 Enacted Budget	2025 Revised Budget	2026 Recommended
Operations	543,587	714,739	913,969	849,739	865,724
Total Expenditures	543,587	714,739	913,969	849,739	865,724
Expenditures by Object					
Salary and Benefits	364,759	573,789	458,619	436,539	455,524
Contract Professional Services	105,320	38,061	30,000	20,000	20,000
Operating Supplies and Expenses	70,513	102,588	425,350	393,200	390,200
Assistance and Grants	0	300	0	0	0
Subtotal: Operating	540,591	714,739	913,969	849,739	865,724
Capital Purchases and Equipment	2,996	0	0	0	0
Subtotal: Other	2,996	0	0	0	0
Total Expenditures	543,587	714,739	913,969	849,739	865,724
Expenditures by Source of Funds					
General Revenue	533,482	693,133	888,969	824,739	840,724
Restricted Receipts	10,105	21,606	25,000	25,000	25,000
Total Expenditures	543,587	714,739	913,969	849,739	865,724

Personnel

Secretary of State

Office of Public Information

	FY 2025		FY 2026		
	FTE	Cost	FTE	Cost	
Unclassified					
ADMINISTRATIVE RECORDS & TECHNICAL SERVICE SPEC	5328 A	1.0	83,099	1.0	87,244
DIRECTOR PUBLIC INFORMATION (SEC OF STATE)	8631 A	1.0	99,051	1.0	103,012
PUB INFO & VISITOR CTR EXP SPE	5321 A	1.0	62,180	1.0	66,295
PUBLIC INFORM SPECIALIST (SOS)	8625 A	1.0	74,537	1.0	77,519
Subtotal Unclassified		4.0	318,867	4.0	334,070
Subtotal		4.0	318,867	4.0	334,070
Transfer Out			(83,099)		(87,244)
Seasonal/Special Salaries/Wages			27,868		27,868
Total Salaries			263,636		274,694
Benefits					
FICA			20,168		21,014
Health Benefits			60,125		64,177
Payroll Accrual			1,380		1,439
Retiree Health			9,290		8,022
Retirement			75,103		79,020
Subtotal			166,066		173,672
Total Salaries and Benefits		4.0	429,702	4.0	448,366
Cost Per FTE Position			107,426		112,092
Statewide Benefit Assessment			6,837		7,158
Payroll Costs		4.0	436,539	4.0	455,524
Purchased Services					
Legal Services			20,000		20,000
Subtotal			20,000		20,000
Total Personnel		4.0	456,539	4.0	475,524
Distribution by Source of Funds					
General Revenue		4.0	456,539	4.0	475,524
Total All Funds		4.0	456,539	4.0	475,524